



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 27.21

Subject: Contraband

Supersedes: DCS 27.21, 01/01/04

Local Policy: No

Local Procedures: Yes

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

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Application

To All Department of Children's Services Youth Development Center and DCS Group Home Employees

Authority: TCA 37-5-106

Policy

Designated Youth Development Center and DCS Group Home staff shall properly and safely dispose of all contraband found and/or confiscated from youth.

Procedures

A. Written local procedures

The superintendent/supervisor must ensure that local procedures are written to identify the proper method of handling, identifying, storing and disposing of contraband. The procedures must be reviewed annually and documented.

B. Notification

Each Youth Development center Superintendent and DCS Group Home Supervisor/designees must notify the youth, staff, or visitors of items that are contraband. They shall be notified as follows:

1. Informing youth

Staff must inform youth in writing in the student handbook of items that are considered not permitted and those considered being contraband. Staff must discuss this

information with the youth during the orientation process.

2. Informing visitors

A conspicuous notice of the exclusion of listed contraband, along with a notification of facility search regulations at the entrance to all facilities must be posted.

3. Informing staff

Staff will be informed during orientation of the facility regulations regarding contraband.

C. Storage procedures

All contraband must be identified, tagged and stored properly until it is no longer necessary for disciplinary or evidentiary purposes, at which time it must be disposed of immediately. Reports from the YDCs will be filed with Internal Affairs.

D. Local disposal procedures

The Superintendent or DCS Group Home Supervisor must ensure procedures for disposing contraband include the following.

1. Drugs

Drugs, narcotics, and non-prescribed medication must be disposed of as prescribed by law.

2. Currency

United States currency obtained through illegal means and confiscated from a youth must be forwarded to the Director of Fiscal Services, to be deposited into the State of Tennessee general fund account.

3. Weapons

Designated staff must:

- a) Transport firearms to a local law enforcement agency.
- b) Obtain a receipt for firearms from the receiving agency.
- c) Destroy other weapons, such as knives, clubs, etc.
- d) Notify Internal affairs

4. Alcohol

Dispose of alcoholic beverages by pouring it down a drain or flushing it in a toilet.

5. Valuables

- a) When valuables (other than currency) are confiscated from youth, the Superintendent/Supervisor/designee must determine whether the item is to be retained at the facility or returned to the youth's nearest relative or guardian.
- b) Valuables confiscated from employees and visitors must be returned to the owner(s) after completion of any disciplinary or evidentiary proceedings.

E. Documentation**1. Witnesses**

The Superintendent/Supervisor/designee must designate at least two other staff members to witness the disposal of any contraband.

2. Documentation of contraband items

Designated staff members must prepare a list of all confiscated contraband, witnesses, and disposition.

3. Filing

Documentation must be forwarded immediately to the Superintendent/Supervisor and the documentation will be retained on file for three (3) years.

Forms

None

Collateral Documents

None

Standards

ACA 3-JCRF-3A-12

ACA 3-JTS-3A-19

DCS Practice Model Standard- 8-306